

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

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Deputy Director
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**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: Health Assistant II (2)		Posting Date: December 2, 2021	Serial No.: 229-21
Department/Division: Education/Early Childhood Education (ECE)		Closing Date: December 23, 2021	Announcement No.: 164-21
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467-41,817p.a.	

General Description:

Under the supervision of the ECE Health/Disabilities Manager, the Health Assistant provides trauma screening and identification, trauma prevention and coordination services for ECE students, families and ECE staff members. The incumbent reports directly to the ECE Health/Disabilities Manager with Regards to divisional operations and services.

Key Duties and Responsibilities:

- Conduct trauma screening to all ECE students, ECE families and ECE Program staff members as part of the ECE Health screening process
- Review trauma screening results to identify students, families and ECE Program staff who may be "at risk" for trauma and in need of further assessment
- Refer necessary "at risk" students, families and ECE Program staff to ECE Mental Health Consultant for further assessment evaluation
- Provides case coordination services for "at risk" students, families and ECE Program staff
- Conduct referral for "at risk" and/or identified students, families and ECE Program staff to necessary community programs and services
- Prepare and maintain comprehensive, accurate and timely case documentation in Child Plus system
- Responsible for promoting ECE's trauma informed care program services
- All other duties and responsibilities as assigned

Knowledge, Skills and Ability:

- Knowledge in trauma, its causes and trauma informed care/services
- Knowledge and experience to work with young children and families
- Knowledge and ability to conduct trauma screenings
- Ability to conduct home and school visits

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

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- Familiarity with child development and stages of development
- Knowledge and ability to use Microsoft Office programs
- Ability to provide reliable transportation with a valid driver's license

Academic and Experience Requirements:

- Applicant must have an Associate's degree in related field from an accredited college plus 4 years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources